QUICK REFERENCE GUIDE – NEW MAIN SCREENS
ONLINE REPORTING – TRANSFER & LOAD

The following is a quick reference guide for uploading payroll and address files using the MPERA Employer Web Reporting website and the New Payroll Clerk Main Screens. This process replaces the former "Transfer and Load" method. It is not meant to replace the instructions in the MPERA Employer Handbook, which includes detailed descriptions. Please refer to your handbook for details.

STEP 1 – LOGGING ON

A. From the main MPERA website, mpera.mt.gov, click on the EMPLOYER WEB REPORTING button located on the right side of your screen.
B. Log in using the Web User Name and password assigned to you by MPERA.

STEP 2 – THE TRANSFER & LOAD

A. From the MPERA Payroll Clerk Main Screen, click on the TRANSFER REPORT button on the left-hand side of the screen.
B. Select the type of report you wish to transfer (Payroll, ORP, Address or 457) and click on the TRANSFER AND LOAD button.
C. The Transfer and Load Browse window will pop up. Click on the BROWSE button and navigate to the file you wish to transfer. (If you don't know where the file resides, contact your software company.)
D. Double click on your payroll file and click on the SUBMIT button.
E. Wait for the screen which confirms the file has been successfully transferred, loaded and validated.
F. Close the window and continue with the next step.
    a. If you have more than 400 employees to report you will be asked to provide an e-mail address and will be notified via e-mail when the file has successfully uploaded.

STEP 3 – VERIFY TOTALS & CHECK FOR ERRORS ON CONTRIBUTING PAYROLL REPORTS

A. At the MPERA Payroll Clerk Main Screen, click on the REFRESH SCREEN button in the upper right-hand corner of the screen.
B. Select the report you wish to complete by clicking on the blue words next to that report that says "Action Required-Click Here".
C. When the report opens you will get a reminder pop-up message that says "Remember to check the term checkbox for any employee leaving your agency". Click the OK button to exit this message and be sure to mark the term checkbox for this type of employee.
D. Click on the "Payroll Errors" tab.
E. Check for any errors. All **critical** errors must be corrected.
F. Click on the "Payroll Summary" tab.
G. Verify totals for Earnings, Contributions and Total Due. If you do NOT agree with the totals, determine what is wrong. If you agree with the totals, enter the amount of check/payment in the Remitted This Report box. This should match the total due unless you have an over/under balance.

STEP 4 – VALIDATE PAYROLL

A. Click on VALIDATE PAYROLL button.
B. You will see the message "Payroll is error free…". Click the OK button to exit this message.
C. If you get any other message, you have errors that need to be corrected.
    a. Click on the "Payroll Errors" or the "Member Errors" tab to view/correct errors.
    b. All **critical** errors must be corrected.
D. Repeat these steps until payroll is error free.

If you do not pay by ACH skip to STEP 6.

<u>STEP 5 – SUBMIT ACH PAYMENT</u>

A. Once the contributing payroll is error free, select the AUTHORIZE ACH button on the right side of the “Payroll Summary” tab. (Be sure your agency has deposited enough funds into the account MPERA is pulling the payment out of before submitting the ACH payment.)
B. If you are authorizing your payment prior to your due date (5 working days after each regularly occurring payday) you may choose the date on which the ACH payment is to be processed. Select from the dates available and click on the AUTHORIZE PAYMENT button. If you are authorizing your ACH payment on the due date or later you will not be given this option.
C. A message will pop up saying “The ACH transaction has been successfully authorized. Payroll is ready to be posted. The next report period is <u>(report period)</u>.” Click on the OK button to exit this message.
D. As long as you **have not** postponed your ACH payment the status in the upper right hand corner of the screen will read “Balanced”. If you **have** postponed your ACH payment the status will read “Unbalanced”. Either way, you may now print a copy of your report by selecting the PRINT PAYROLL REPORT button at the bottom of the page.
E. Click on the Green House icon in the upper left hand corner of your screen to return to the Payroll Clerk Main Screen.

******Skip to STEP 7.******

<u>STEP 6 – SUBMIT PAYMENT BY CHECK</u>

A. Create a screen print of the “Payroll Summary” tab. (See Additional Reporting Information section in the Handbook for instructions.)
B. Attach the check to the screen print and mail to MPERA.
C. If you pay by check you will not be able to print your report until payment has been posted by MPERA.
D. Click on the Green House icon to return to the Payroll Clerk Main Screen.

<u>STEP 7 – COMPLETE NON-CONTRIBUTING EMPLOYEE PAYROLL</u>

A. Select the report you wish to complete by clicking on the blue words next to that report that say “Action Required-Click Here”.
B. When the report opens you will get a reminder pop-up message that says “Remember to check the term checkbox for any employee leaving your agency”. Click OK to exit this message and be sure to mark the term checkbox for this type of employee.
C. If the payroll file does not include non-contributing employees a blank form will be created.
    a. If you do not have any non-contributing employees to report this report period, check the “No Non-Contributing Employees to Report” checkbox.
    b. If your payroll software is not set up to include non-contributing employee payroll information in the file, you will need to manually enter the information the first time you report non-contributing employees. For subsequent payrolls, you will be able to use the Copy Forward feature to copy the non-contributing employee payroll data from the previous report period.
D. Enter any non-contributing employee information that was not uploaded.
E. Click on the VALIDATE PAYROLL button.
F. Click on the “Payroll Errors” tab. All <u>**critical**</u> errors must be corrected.
G. When all corrections and/or updates are complete, click on the YES radio button to answer the question “Have all employees been entered for this report period?”.
E. Click on the Green House icon to return to the Payroll Clerk Main Screen.

<u>STEP 8 – EDITING ADDRESS FILE</u>

A. Refer to STEP 2 for instructions on transferring an address file.
B. If your address file is loaded without errors, no further action is required.
C. Select the address file you wish to view or edit by clicking on the blue words that say “…click here.”.
D. Update address information from the “Member Addresses” tab.
    a. Click on the EDIT button to edit an existing member’s information.
    b. Click on the INSERT A NEW MEMBER button to add a new member.
    c. Click on the DELETE SELECTED MEMBER button to delete an existing member.
E. Click on the VALIDATE ADDRESSES button to check for errors.
F. Click on the “All Validation Messages” tab to view errors. All errors must be corrected for the entire report to post.
G. Click on the VALIDATE ADDRESSES button once all updates and/or corrections are complete.
H. Your Address File is complete when the Status reads “Ready to Post”.
I. Click on the Green House icon to return to the Payroll Clerk Main Screen.